

## REQUIRED DOCUMENTATION FOR TAD/TDY SETTLEMENT

### 1. Attachments to DD 1351-2 (Travel Voucher)

a. Orders. One (1) copy of original orders, all endorsements, modifications or amendments to the original orders.

b. Lodging. (JFTR U2510 U4127) One (1) copy of itemized lodging receipts for all lodging claimed. If the member is leasing an apartment, house, or trailer a lease agreement must be submitted. A record of payment must be submitted, a receipt from the owner, a copy of the posted check, or statement from the owner stating payment was received.

(1) Travelers must include itemized receipt for hotel, motel, or other commercial establishment or government facility.

(2) If double occupancy rates are charged, the voucher must show the name of the other government employee on official travel. Only one half of the double occupancy charge will be allowed for each employee. If the person sharing the room is not a government employee on official travel, the name is not required. The traveler is responsible for obtaining the single room rate and providing it on their receipt if only the double room is shown.

(3) If the member is claiming lodging expense for a place other than a hotel/motel a lease must be submitted. The lease must provide the time period that the lease is in effect, the monthly lease amount, items included with the lease. A receipt for payment of the lease must be submitted with the lease. The lease must be submitted with each partial travel claim. **(The Finance Office does not keep these on file.)**

(4) If a member purchases a house while on orders the member must provide the mortgage statement that states the amount that is paid for interest, principle and taxes. If the member pays his taxes into an escrow account the taxes will be reimbursed when the escrow account is deducted. The statement provided must state the amount that has been paid by the member.

c. Rental Car. (JFTR U2510) One (1) copy of the finalized rental car receipt. The use of a rental car must be authorized in the travel orders. Authorized rental cars are reserved in advance by the Personnel Traffic Office (PTO) or Traffic Management Office (TMO), whichever applies. It is the traveler's responsibility to see that he or she is charged only the reserved rate. This information is on the flight itinerary from PTO or other authorized U. S. Government ticket-issuing agency. If the traveler is charged more than the reserved rate, an explanation is required on the travel voucher. The itinerary

will not suffice as a receipt. Reimbursement for insurance paid by the traveler will not be authorized (except overseas). When a rental car is authorized it is for a compact rental car only, any size rental car above this must be specifically authorized in the orders. Upgrade charges are not reimbursable unless the approving official certifies the upgrade.

d. Transportation. When a member travels by commercial transportation the use of a CTO/TMO is mandatory. In situations when a CTO/TMO is unavailable a member may only be authorized the cost of constructed travel for authorized points. CTO/TMO service not being available should be an extremely rare occurrence. The Command authorizing reimbursement for commercial transportation must provide justification (JFTR U3100 & U3110).

e. If the CTO/TMO is not available and the traveler personally procures their own airline ticket, one (1) copy of all airplane receipts is required. Whenever the travelers purchase their own commercial transportation, a copy of the receipt (airline, train, etc.) must be submitted with the travel voucher. Reimbursement will not exceed the cost that would have been incurred had transportation been purchased by the government.

e. Conference Fee/Registration. One (1) copy of conference fee/registration receipt is required. Conference fees/registration must be authorized in the travel orders. List all meals included in the cost of the registration fees, by meal (i.e., B-Breakfast, L-Lunch, D-Dinner) and the dates.

f. Utilities. A copy of all utility statements must be submitted. The statement must provide all services and amounts rendered. The member must provide the cost of basic cable and basic phone for their area. The servicing utility company must provide the basic cost. A receipt showing the amount and date of payment must be provided for reimbursement, regardless of dollar amount.

g. Miscellaneous

(1) All reimbursable expenses must be claimed by the member on the 1351-2. Any expense that is \$75 or over must be accompanied with a receipt.

(2) If the member is claiming a laundry expense an itemization of expenses must be provided. If the member uses a coin operated laundry machine the member may provide a list that details the dates, items and cost of the expenses. If the member paid for dry cleaning the receipt needs to be provided to substantiate the expense. The member's entitlement may not exceed \$2.00 a day, and the member must be TAD seven (7)

consecutive nights to rate the reimbursement. This is not a set entitlement but a reimbursement (JFTR U1410-5).

#### h. Orders and Endorsements

(1) A reporting endorsement for all sites the member stopped at for official business must be provided.

(2) Reporting endorsements must state the date the member arrived/departed, the availability of Quarters and Messing, and the travel status of the Marine (individual or member traveling together with limited or no reimbursement)

(3) The only acceptable messing endorsements are as follows:

Government Messing not available  
Government Messing not directed  
Government Messing at cost (GMR)  
Government Messing at no-cost (Incidentals)  
Field Duty from (time)yymmdd-(time)yymmdd  
Proportional per diem authorized (time period)

(4) Foreign Travel. If travel was to a foreign country and any reimbursable expenses were incurred/paid in a foreign currency, include the amount paid in foreign currency, the amount claimed in U. S. currency, and the conversion rate used. If the member does not provide an exchange rate the Finance Office will obtain an exchange rate (based off of the date of payment) from OANDA.COM (JFTR U1410 -7).

#### REIMBURSABLE EXPENSE

1. The member must submit itemized receipts for lodging, rental car and all other items over \$75.00. All receipts must show a zero balance. If a receipt is submitted that does not have a zero balance, it is a bill vice a receipt and will not be reimbursed. The itemization of the receipts must show a daily break down of all expenses for that specific day(JFTR U2510 U4127).

2. If the member travels from his/her home or permanent duty station (PDS) to a servicing terminal, or to a Home Training Center (HTC) the mileage must be claimed on the 1351-2. Local mileage must be obtained by an odometer reading from the member (JFTR U2020) and not from the Defense Table of Official Distances (DTOD).

3. The Approving Officer or Supervisor must sign the travel voucher. By signing the travel voucher the Approving Officer or Supervisor is certifying that: The claim is properly prepared, the amounts claimed are accurate and reasonable, required

orders, modifications, and receipts are submitted, claimed expenses were authorized and allowable (DODFMR VOL 9 080402).

4. When a member travels by commercial transportation the use of a CTO/TMO is mandatory. In situations when a CTO/TMO is unavailable a member may only be authorized the cost of constructed travel for authorized points. CTO/TMO service not being available should be an extremely rare occurrence. The Command authorizing reimbursement for commercial transportation must provide justification (JFTR U3100 & U3110).

5. When a member is assigned TAD and rents an apartment, house, mobile home, travel trailer or recreational vehicle it qualifies as quarters. The member is authorized the rent of the apartment, house, mobile home, trailer, or recreational vehicle, and the rent of the parking space (for the trailer or the recreational vehicle) not to exceed the maximum daily lodging cost at the TAD location. (JFTR U4131)

6. Furniture rental is authorized if a member is staying in accommodations other than a hotel/motel. Rent of **appropriate** and **necessary** furniture, such as stove, refrigerator, chairs, table, beds, sofa, television (Big screen TVs are not appropriate or necessary), and vacuum cleaners are reimbursable and will be included in the members daily lodging cost. If the member rents furniture and the lease has an option to buy the member is not authorized to execute that option. If the member elects that option no reimbursement is permitted (JFTR U4131B). If the furniture lease has a rent to own option, upon completion of the active duty period the member must provide a statement that states the furniture was returned. The member is authorized reimbursement for him/her selves not dependents.

7. Members who are TAD and stay in accommodations other than a hotel/motel may be reimbursed for the use of utilities to include electricity, natural gas, water, sewer, and hook up fees. The utilities will be included into the member's daily lodging when computed. The utilities claimed must be accompanied with a statement showing the amount due and a receipt of payment in order to be reimbursed (JFTR U4131 B4-10).

8. A member while TAD is not authorized reimbursement for lodging while staying with friends or family, even if payment for lodging is made (JFTR U4129E).

9. When a member obtains lodging on a long term basis, the daily lodging cost is computed based off of how many days the member is authorized lodging (JFTR U4141).

Example
1. A member is TDY at a location at which the per diem is \$99 (\$60 for lodging and \$39 for M&IE).
2. The member obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$60 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

10. When a member is on Contingency Orders and takes leave the member is authorized the amount of his/her lodging for those days not to exceed the maximum daily lodging amount (JFTR U7225C).

11. The member may be authorized Dual Lodging if it is in the best interest of the government. A member who is sent TAD within a TAD may be authorized Dual Lodging if it is for a short duration or on a temporary basis. The order-issuing official is required to review each situation prior to authorizing dual lodging. Then determine if it would be practical for the member to check out of his/her place of lodging and place their items in short term storage. Dual lodging may **not** be authorized for personal convenience (TAN 06-04 JFTR U4135). If the member is authorized dual lodging to exceed fourteen (14) days the command must provide an endorsement form the Commanding Officer explaining the circumstances.

12. When a member purchase a home while on a long term TAD period reimbursement is authorized for the following items, mortgage interest, property tax, and utilities cost actually incurred (not including hook-up or installation charges), electricity, gas, water, and sewer charges. The member is also authorized the reimbursement of furniture and necessary items. The mortgage statement must state the amount for interest, principle, and insurance. If the member's tax is going into an escrow account the member must submit for tax reimbursement once it has been deducted from the account. The member is required to provide a copy of the cleared check or other proof of payment (JFTR U4137).